

# Supplier Self Assessment

Mehr Impulse. Vielfalt. Sicherheit.

**MERSCHBROCK**  
Kunststoff Spritzguss GmbH



Category		Question	Rating* 0 - 1 - 3	Comments
General		Is the company certified according to DIN EN ISO 9001? (Attach a copy of the certificate)		
		Is the company certified according to IATF 16949? (Attach a copy of the certificate)		
		Is the company certified according to DIN 14001? (Attach a copy of the certificate)		
		Does the company have a social responsibility regime (COC / CSR)?		
		Have the MERSCHBROCK Terms of Purchase / QSV been accepted / signed		
		Is a product safety officer named (enclose a copy of the training certificate and contact details)		
		Has the supplier committed to adhere to the 0-fault strategy		
		Does the supplier regularly carry out self-audits and use the insights gained for continuous improvement ?		
Project Management	2.1	Is the project organization (project management) established and the tasks and competences of the project management, team members defined?		
	2.2	Are the required resources planned, present and changes visible for project execution?		
	2.3	Is a project plan available and coordinated with the customer?		
	2.4	Is the change management in the project ensured by the project organization?		
	2.5	Are those responsible persons in the organization and the customer involved in change management?		
	2.6	Is there a Q-Plan in the project and is this implemented and regularly monitored for compliance?		
	2.7	Has an escalation process been established and is it effectively implemented?		
Product and Process Development (Planning)	3.1	Are the product and process specific requirements available?		
	3.2	Is manufacturability assessed on the basis of the determined requirements for the product and the process?		
	3.3	Are there any plans for product and process development?		
	3.4	Are the required resources taken into account for product and process development?		
	3.5	Are QM plans available for the procurement volumes?		

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Product and Process Development (Realization)	4.1	Have the Product-FMEA / Process-FMEA been created, updated during the project, and are corrective measures established?		
	4.2	Have the regulation from the plans for product and process development been implemented?		
	4.3	Are the personnel resources available and qualified?		
	4.4	Is the infrastructure available and suitable?		
	4.5	Are the required proofs of suitability and approvals available for the respective phases based on the requirements?		
	4.6	Are the production control plans used for the respective phases in place and production and test documents will be derived from them?		
	4.7	Is a pre-production (production test) under series conditions for the final series release carried out?		
	4.8	Have the planning activities for procurement volumes been implemented effectively?		
	4.9	Is the project hand over regulated to protect the series start-up?		
Supplier Management	5.1	Are only approved and quality capable suppliers used?		
	5.2	Are the customer requirements in the supply chain taken into account?		
	5.3	Are targets coordinated for the delivery service and implemented with the suppliers?		
	5.4	Are for the provided volumes the necessary approvals in place?		
	5.5	Is the agreed quality of the procurement volume guaranteed?		
	5.6	Will be incoming goods receipts properly stored?		
	5.7	Is the staff qualified for the respective tasks and are the responsibilities defined?		
Process input ?	6.1.1	Did the project transfer from development to series production take place?		
	6.1.2	Are the required quantities / batch sizes of the pre-materials available at the agreed time at the correct storage location / workplace?		

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What goes into the process ?	6.1.3	Are the pre-materials properly stored and are the means of transport / packaging adapted to the specific characteristics of the materials?		
	6.1.4	Are the required markings / records / releases available and assigned to the pre- materials?		
	6.1.5	Will changes to the product or process be tracked and documented during the series?		
Work content / process flow (Are all production processes regulated)	6.2.1	Are the relevant details completely listed on the basis of the production control plan in the production and test documents?		
	6.2.2	Is there a release of production processes and will setting data be recorded?		
	6.2.3	Can the product-specific customer requirements be achieved with the manufacturing devices?		
	6.2.4	Are special characteristics steered in production?		
	6.2.5	Are blocked, reworked and set-up parts as well as internal residual quantities consistently separated and labeled?		
	6.2.6	Is the material and component flow secured against mixing / mix up?		
Process Support / Human Resources	6.3.1	Is responsibility and authorization to monitor product and process quality delegated to the employee?		
	6.3.2	Are the employees suitable for fulfilling the tasks assigned to them and will their qualifications be maintained?		
	6.3.3	Is there a personnel deployment plan?		
Material resources	6.4.1	Is the maintenance and servicing of production facilities / tools steered preventively?		
	6.4.2	Can the quality requirements effectively monitored with the used measuring and testing equipment?		
	6.4.3	Are the work and test stations adequate to the requirements?		
	6.4.4	Are tools, equipment and test equipment properly stored?		
Efficiency (integrate efficiency and avoidance of waste)	6.5.1	Are there any targets for product and process?		
	6.5.2	Are quality and process data be recorded to be evaluated?		
	6.5.3	Will the root causes be analyzed by the event of deviations from product and process requirements and will corrective measures be evaluated for effectiveness?		

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Process:  What should the process accomplish? Process result (output)	6.5.4	Are processes and products audited regularly?		
	6.6.1	Are customer requirements met in terms of product and process?		
	6.6.2	Are the quantities / production lot sizes matched to the requirements and are they specifically forwarded (storage location / workplace) to the next process step?		
	6.6.3	Are products / components properly stored and are the means of transport / packaging adapted to the specific characteristics of the products / components?		
Customer Support / Customer Satisfaction / Service	6.6.4	Are the required markings / records / releases managed and archived accordingly?		
	7.1	Are the customer requirements regarding QM system, product (at delivery) and process fulfilled?		
	7.2	Is the customer care guaranteed?		
	7.3	Is the parts supply guaranteed?		
	7.4	Are any deviations from quality requirements error analyzes carried out and corrective measures implemented effectively? (Quality control loop)		
	7.5	Is there a process that effectively verifies the defective part analysis?		
Component	7.6	Are the personnel qualified for the respective tasks and are the responsibilities defined (process owner)?		
	S1	Is there a contingency plan for the production plants that regulate the processes for ensuring production in the event of system downtime / damage? (24-hour contracts, secondary installation, etc.)		
	S2	Does the supplier himself have more extensive test facilities in the house and the staff is qualified to carry out the tasks.		
	S3	Is it ensured that the process-influencing parameters are protected against unauthorized interference?		
	S4	Is the suitability of the test processes and the measuring equipment capability examined?		
	S5	Are records of processed materials and quantities documented?		
	S6	Does the supplier carry out a parts history (VDA Volume 2)?		
S7	Are process capability studies carried out for measurable characteristics?			

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C	S8	Is there a process for defective parts analysis based on the VDA volume?		
	S9	Are internal audits carried out by certified VDA 6.3 auditors?		
	S10	Are all documents for parts with obligatory documentation provided with a valid index and is the obligatory documentation shown as a special feature on all relevant documents?		
	S11	Are there internal specifications / overview matrix of all markings?		
	S12	Are processes outsourced to external suppliers or to other, own production facilities? Is it ensured that there is act according to the same specifications?		
	S13	Are subcontractors obliged to give an equaly proof / documentation ?		
Delivery	S14	Is first-in-first-out (FiFo) ensured in the transport chain, material, component, delivery?		
	S15	Is the labeling of the goods according to customer specifications (VDA 4902)?		
	S16	Are IMDS entries available?		
Further Documents	S17	Are binding statements on topic REACH, WEEE, GADSL available?		
	S18	Will the customer be provided unsolicited material and safty data sheets at first delivery?		
	S19	Does the supplier confirm compliance with the "Frank Dodd Act (Section 1502)" regarding the use and processing of so-called "Conflickt Materials" (3TG's)?		
<b>Result :</b>			<b>0</b>	
* 0 = Not fulfilled    1 = Partially fulfilled    3 = Requirement fulfilled				
Date	Company stamp	Responsible / Name	Position	